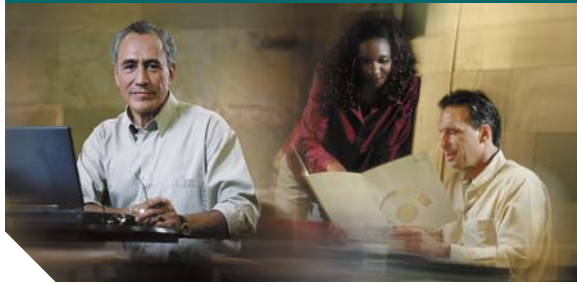


Quick Start Guide



Cisco Unity Express Voice-Mail System

To access Cisco Unity Express by phone

1. Dial the internal or external phone number to call Cisco Unity Express.
2. If you dialed the external phone number or are calling from someone else's phone extension, press * when Cisco Unity Express answers. Enter your ID (usually your phone extension) and press #.
3. Enter your PIN and press #. (If this is your first time accessing Cisco Unity Express and you do not have a PIN, you must call from your own phone extension.)

To access Cisco Unity Express by computer

1. Start Microsoft Internet Explorer.
2. Enter the address of your Cisco Unity Express server. This begins with http:// and contains the host name or IP address of the server.
3. Log in to the application using your user ID and password.

To personalize settings

After initial login, you can set up a recorded name and personal greeting and change your password. Press * to exit the initial setup menu. To change these values later, press 4 from the main voice-mail menu to access the Setup Options menu.

To create a recorded name that identifies you to callers:

1. The system prompt tells you that you have no recorded name. To record a new name, press 1.
2. At the tone, say your first and last name. When finished, press #.
3. Your newly recorded name plays. Press # to keep it, or 1 to rerecord.

To record a personal greeting:

1. The standard system greeting (“Sorry, <user name> is not available”) plays. To keep this greeting, press #.
2. To record a new standard greeting, press 1. At the tone, speak your greeting. When finished, press #.
3. Your newly recorded greeting plays. To accept this greeting and continue, press #. To rerecord, press 1.

To change your password:

1. Enter your new password, which must be at least 3 digits. Press # when finished.
2. Enter your new password again to confirm, and press #.

To listen to messages

- In the voice-mail main menu, press 1 to listen to new messages.
- In the voice-mail main menu, press 3 to listen to saved messages.

To control message playback

During message playback:

- Press 7 to go back 3 seconds.
- Press 8 to pause message.
- Press 9 to go forward 3 seconds.

When message playback is paused:

- Press 7 to restart message playback and go back 3 seconds.
- Press 8 to restart message playback.
- Press 9 to restart message playback and go forward 3 seconds.

At the end of a message, press 7 to hear the last 3 seconds of the message.

To send a message

1. Perform steps in “To access Cisco Unity Express by phone.”
2. From the main voice-mail menu, press 2.
3. (Optional) Address message by name (default), or press # # to switch between address by name and address by extension. Press # to confirm selection. Press 1 to add another name, or go to next step.
4. Press # to start recording.
5. Press # to stop recording.
6. Press 1 for additional message options (see back of this card) and to address message if you did not do so earlier, or go to next step.
7. Press # to send.

At any time

Press 0 to access help.

Press * to cancel or back up.

Press # to skip or move ahead.

To get additional documentation

<http://www.cisco.com/univercd/cc/td/doc/product/voice/unityexp/index.htm>

Cisco Unity Express voice mail number, internal

Cisco Unity Express voice mail number, external

Mailbox ID

Cisco Unity Express system administrator name

Cisco Unity Express system administrator phone number

Cisco Unity Express server address

Corporate Headquarters
Cisco Systems, Inc.
170 West Tasman Drive
San Jose, CA 95134-1706
USA
<http://www.cisco.com>
Tel: 408 526-4000
800 553-NETS (6387)
Fax: 408 526-4100



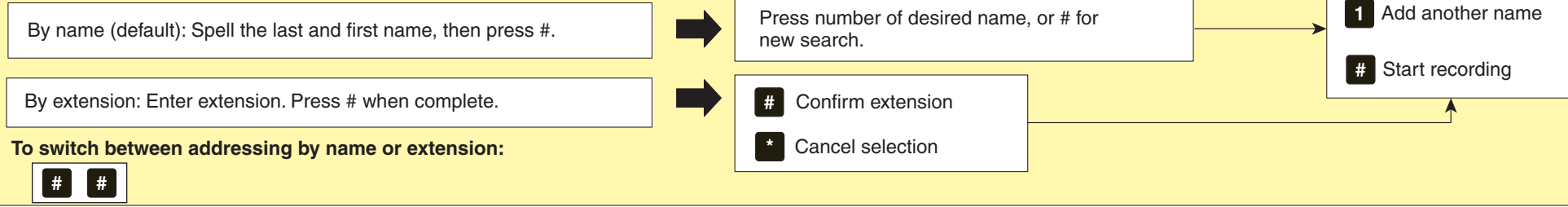
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♻️ Printed in the USA on recycled paper containing 10% postconsumer waste.

Use these keys anytime:

- 0** Help
- *** Cancel, exit, or back up
- #** Skip, move ahead, complete or confirm addressing, and start and stop recording

To address messages:



Listen to messages:

- 1** New messages
- 3** Saved messages

During message summary or review:

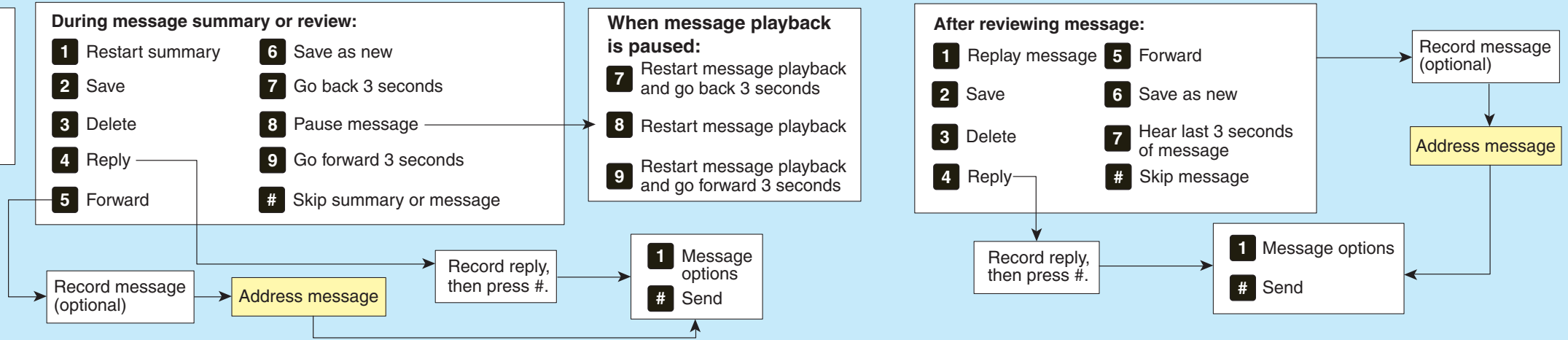
- 1** Restart summary
- 2** Save
- 3** Delete
- 4** Reply
- 5** Forward
- 6** Save as new
- 7** Go back 3 seconds
- 8** Pause message
- 9** Go forward 3 seconds
- #** Skip summary or message

When message playback is paused:

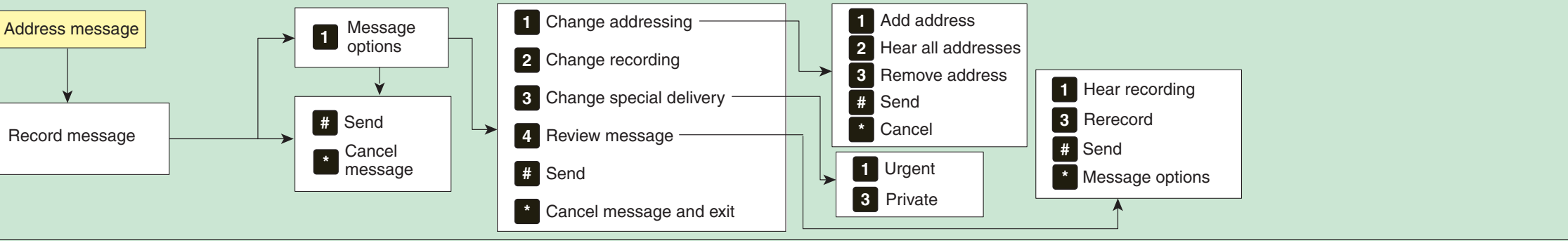
- 7** Restart message playback and go back 3 seconds
- 8** Restart message playback
- 9** Restart message playback and go forward 3 seconds

After reviewing message:

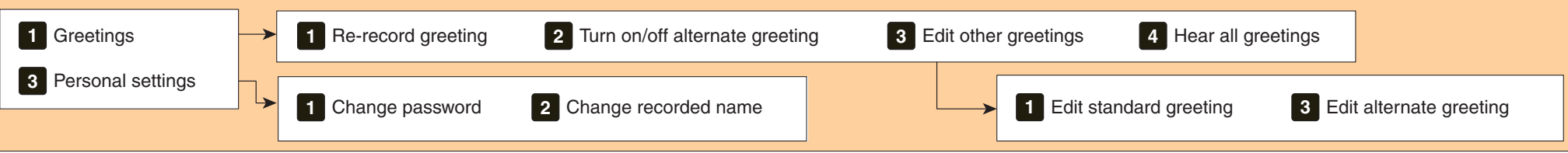
- 1** Replay message
- 2** Save
- 3** Delete
- 4** Reply
- 5** Forward
- 6** Save as new
- 7** Hear last 3 seconds of message
- #** Skip message



2 Send a message



4 Setup options



9 General-delivery mailboxes
Select desired mailbox from list. Then:

- 1** Review new messages
- 2** Send message
- 3** Review saved messages
- 4** Access setup options